

## **2006 LWCF/LPRF/NRTF Application**

### **Table of Contents**

<b>LEGISLATIVE AUTHORIZATION</b>	<b>3</b>
Local Parks and Recreation Fund (LPRF)	3
Land & Water Conservation Fund (L&WCF)	3
Natural Resources Trust Fund (NRTF)	3
<b>GENERAL PROCEDURES</b>	<b>4</b>
Distribution of Funds	4
Eligible Applicants	4
Acquisition and Development	4
Project Costs	5
Accountability	6
Match Requirements	6
Program Funding Allocations	7
Site Control	7
Waiver of Retroactivity for L&WCF Projects	7
ADA Compliance	8
Public Accessibility	8
Fees and Charges	8
Unsettled Claims	8
Utility Lines	8
<b>APPLICATION REQUIREMENTS AND PROCESS</b>	<b>9</b>
Application Submission Period	9
Eligible Applicants	9
Match Assurance	9
Active Project	9
Preliminary Review of Applications	9
Application Evaluation	10
Un-funded Projects	10
Acquisition Projects	11
Development Projects	12
<b>COMPLIANCE RESPONSIBILITIES</b>	<b>14</b>
Site Dedication	14
Management of Project Site	14
Conversion	14
Non-Compliance	14
Progress/Final Inspections	14
Post Completion Inspection	14
<b>LWCF/LPRF/NRTF APPLICATION REQUIREMENTS CHECKLIST</b>	<b>15</b>
<b>LWCF/LPRF/NRTF APPLICATION INSTRUCTIONS</b>	<b>16</b>

<b>TENNESSEE LWCF/LPRF/NRTF/RTP GRANT APPLICATION</b>	<b>19</b>
<b>PROJECT COST SHEET</b>	<b>21</b>
<b>DEVELOPMENT PROJECT COSTS</b>	<b>22</b>
<b>PROJECT BOUNDARY MAP CERTIFICATION</b>	<b>23</b>
<b>NOTICE OF LIMITATION OF USE</b>	<b>24</b>
<b>FREQUENTLY ASKED QUESTIONS (FAQ'S)</b>	<b>26</b>
<b>SIGNAGE EXAMPLE</b>	<b>29</b>
<b>MATCH LIST</b>	<b>30</b>
<b>LAND POLICY</b>	<b>31</b>

<p style="text-align: center;"><b>TABLE OF CONTENTS</b></p> <p style="text-align: center;"><b>OPEN PROJECT SELECTION PROCESS</b></p>
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<b>INTRODUCTION</b>	<b>32</b>
<b>GENERAL CRITERIA</b>	<b>34</b>
<b>1.    ADMINISTRATIVE PROGRAM COMPLIANCE</b>	<b>34</b>
<b>2.    PLANNING PROCESS</b>	<b>35</b>
<b>3.    DELIVERY SYSTEM</b>	<b>37</b>
<b>BONUS POINTS: THREE-STAR BENCHMARKING PROGRAM</b>	<b>39</b>
<b>4.    MAINTENANCE</b>	<b>39</b>
<b>5.    ENVIRONMENTAL CONSIDERATIONS</b>	<b>40</b>
<b>ENVIRONMENTAL CLEARANCE</b>	<b>41</b>
<b>LIST OF AGENCIES</b>	<b>47</b>
<b>ENVIRONMENTAL SURVEY</b>	<b>48</b>
<b>ADDITIONAL CATEGORIES</b>	<b>51</b>
<b>LIST OF ACRONYMS</b>	<b>55</b>
<b>EXHIBITS</b>	<b>56</b>

## LEGISLATIVE AUTHORIZATION

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### *Land & Water Conservation Fund (L&WCF)*

The **Land & Water Conservation Fund (L&WCF)** Act of 1965 (Public Law 88-578, 78 Stat 897) was enacted "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations...such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation..." The L&WCF program provides matching grants to states, and through the state to local governments and state agencies that provide recreation and parks, for the acquisition and development of public outdoor recreation areas and facilities. TDEC's Recreation Educational Services Division (RES) will administer the L&WCF grants.

### *Local Parks and Recreation Fund (LPRF)*

The Tennessee Department of Environment and Conservation (TDEC) pursuant to TCA 67-4-409 is authorized, in cooperation with the Tennessee Department of Agriculture (TDOA) and the Tennessee Wildlife Resources Agency (TWRA), to establish the "Local Parks Land Acquisition Fund" - referred to as the **Local Parks and Recreation Fund (LPRF)**. The LPRF is to provide grants to all eligible local governmental entities for the purchase of lands for parks, natural areas, greenways, and for the purchase of land for recreation facilities. The funds may also be used for trail development and capital projects in parks, natural areas, and greenways. At least 60 percent of the funds allocated will go to municipal governments as authorized by the Act. TDEC's Recreation Educational Services Division (RES) will administer the LPRF grants.

### *Natural Resources Trust Fund (NRTF)*

The State Treasurer, pursuant to TCA 11-14-304 is authorized to establish the **Natural Resources Trust Fund (NRTF)**. The NRTF was created by the General Assembly "to protect the endowment represented by the land and minerals owned by the State; and to ensure that development of state-owned non-renewable resources will proceed in a manner which is economically sound, and that revenues received from disposal of those resources will be used for the long term public interest." Grants from the NRTF may be awarded to all eligible local governmental entities and state areas for outdoor recreation, historical or archaeological sites, the acquisition of lands, waters, or interests in lands and waters. TDEC's Recreation Educational Services Division (RES) will administer the NRTF grants.

## **GENERAL PROCEDURES**

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### ***Distribution of Funds***

LWCF/LPRF/NRTF grants are awarded by TDEC/RES on a project-by-project basis to those applicants earning the highest rating following a competitive evaluation of eligible program applications. Each project application is evaluated based upon the Open Project Selection Process (OPSP) priority rating mechanism. When all applications have been rated and evaluated, TDEC/RES will provide a list of recommended LPRF grant recipients to TDOA and TWRA for review and subsequent approval. Projects recommended for funding through the L&WCF will be reviewed and approved by the Commissioner of TDEC, for subsequent approval by the National Park Service (NPS). Projects recommended for funding through the NRTF will be reviewed and approved by the Commissioner of TDEC. RES will determine which grant fund the project is funded by.

Grant recipients will receive funds through a reimbursement process established by TDEC/RES. Detailed instructions on this process will be distributed to grant recipients following the award announcement.

### ***Eligible Applicants***

Each county government and each incorporated municipality of the State of Tennessee may submit one LWCF/LPRF/NRTF application per grant cycle. A city and/or county may apply jointly for a project in addition to their individual city or county project. If a government currently has an open project, they will not be eligible to reapply unless the open project is physically complete. The Project Completion Certification form must be submitted to RES no later than April 1, 2006. All other pertinent documentation, including final reimbursement forms and supporting documentation, must be submitted to RES no later than May 1, 2006. State Agency applicants applying for L&WCF must follow the same procedure.

The three main project categories are as follows:

#### ***1. Acquisition –***

- a.* An acquisition project will acquire real property or interests and rights therein by various legal means (land is to be used for parks, natural areas, greenways, and/or for recreation facilities).
- b.* No funds deposited in the local park lands acquisition fund from the tax levied by subsection (a) of TCA 67-4-409 shall be obligated or expended to acquire any interest in real property through condemnation or the power of eminent domain.

## 2. *Development –*

A development project encompasses the construction, expansion, or major renovation of the following:

- a. Primary Facilities - Funds may be awarded for one or a combination of sites and facilities - Example: fishing piers, boat ramps and docks, boardwalks and riverwalks, observation towers, athletic fields, play courts, playgrounds, picnic areas, historical or archaeological sites, trails, etc. [Recreation buildings and structures are eligible facilities for LPRF only.]
- b. Support Facilities and Improvements - Funds may be awarded for support facilities and improvements. Example: parking lots, restrooms, bathhouses, access roads, landscaping, lighting, fencing, signs, ramps, etc. that would have little or no recreational value without the primary recreation facilities.

**\* All facilities developed or renovated must meet the most current Americans with Disabilities Act (ADA) of 1991 requirements and guidelines. Also see “ADA Compliance Section”:**

## 3. *Acquisition and Development -*

The combination of the two above referenced project categories.

### *Project Costs*

Reimbursable expenses must be incurred during the project term as established in the grant contract. However, if an applicant submits an LPRF application for land acquisition or trail development, then acquires the land or constructs the trail while the application is being considered, that land acquisition or trail development may be reimbursed if the applicant is awarded an LPRF grant no later than twelve months after the application submittal.

The only costs to be considered before grant award are: trail development and land acquisition/donation, (and the appraisals, surveys, boundary maps, topographical maps, and title searches which must constitute no more than fifteen percent of the total grant project). All other architectural and engineering costs, planning expenses and project signage will not be reimbursed if incurred prior to the beginning of the grant term.

Project planning expenses (i.e., architectural and engineering fees, archaeological surveys, permitting fees, project inspection, etc.) are eligible project costs provided such costs do not exceed 15 percent of the total project cost. If an awarded project has only been partially funded, the 15% for planning expenses will be reduced accordingly. *Note: In order for planning, administration, architectural and engineering fees, etc., to be eligible for reimbursement, there **MUST** be a line item designated as such in the contract.*

\*A grant will not be awarded for the sole purpose of reimbursing, Planning, Administrative, Architectural & Engineering costs.

### *Accountability*

The grant recipient will be responsible for the following:

1. *Accounting System* - Each recipient is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining financial records to properly account for all grants and matching funds.
2. *Grant and Contract Accountability Policy* - The local applicant will fulfill the conditions of the written contract. State agencies must complete an intergovernmental agreement.

### ***Match Requirements***

The match requirements for LWCF/LPRF/NRTF grants are as follows:

1. *Match Ratio* - The government entity must match the LWCF/LPRF/NRTF funds with an equal amount of funds.
2. *Eligible Match Funds* - An applicant may utilize one or a combination of the following types of match sources for its share of project costs:

- a. Development Project

- 1) Cash
- 2) In-kind services, materials, and equipment use costs
- 3) Other grants – Refer to the “Match List” in this manual to determine eligibility.
- 4) The appraised value of property acquired by the government for the proposed project may be used as the match for development. The appraised value of real property *donated* for the proposed project may also be used as the local government’s match. [For LPRF, the land must be donated by a third party to be eligible for match. The acquisition and/or donation must be made no more than one year prior to grant award date.]
- 5) City, county, or state owned property previously dedicated to recreation cannot be used as match.
- 6) Easements or leases cannot be used as match.

- b. Acquisition Project

- 1) Cash
- 2) Other grants – Refer to the “Match List” in this manual for eligibility determination.
- 3) The appraised value of real property *donated* by a third party.

## ***Program Funding Allocations***

### **LOCAL PARKS AND RECREATION FUND**

At least 60 percent of the LPRF annual appropriation will be allocated to municipal governments based upon the project's overall rating. The minimum grant award is \$10,000 and the maximum grant award is \$500,000.00. Projects are awarded based on an Open Project Selection Process (OPSP). The State reserves the right to fund a portion of a project based on the current revenue tax collection, pursuant to the TCA 67-4-409, and on the number of applications requesting funds. If the grant award is less than the amount requested, TDEC/RES will assist the applicant in preparing a revised project cost estimate prior to the full execution of the grant contract.

### **LAND & WATER CONSERVATION FUND**

Allocation/distribution of the L&WCF apportionment is at the discretion of the TDEC Commissioner when funding becomes available. Projects are awarded based on an Open Project Selection Process (OPSP). The National Park Service (NPS) must approve projects before the grant can be awarded.

### **NATURAL RESOURCES TRUST FUND**

Projects scored for funding under NRTF become a budget line item for TDEC. Awards will be made from this budget.

### ***Site Control***

The site of a LWCF/LPRF/NRTF development or acquisition must be permanently dedicated as a public recreation site and must be maintained as such according to the terms of the dedication. Documentation (i.e., the *Notice of Limitation of Use* (NLU) form found in this manual) must be on permanent file with the local Register of Deeds. A signed and/or stamped copy showing that it is on file with the local Register of Deeds must accompany the first reimbursement request. The NLU must be referenced on the deed.

### ***Waiver of Retroactivity for L&WCF Projects***

Retroactive costs for land acquisition will not be matched under ordinary circumstances. Exceptions will be made only when immediate action is necessary and the time necessary to process an application would result in a significant opportunity being lost. The State will notify the National Park Service in writing of the necessity for action prior to taking such action and will give justification for the proposed action.

### ***ADA Compliance***

Applicants, applicant sites and projects must comply with the Americans with Disability Act (ADA). For the current best practice or best information available refer to the website:

[www.access-board.gov](http://www.access-board.gov). Additional ADA information may be found at: [www.NCAonline.org](http://www.NCAonline.org)

### ***Public Accessibility***

Project sites must be accessible and open to the public during reasonable hours of operation, on a non-exclusive basis without regard to age, sex, race, religion, or similar condition.

### ***Fees and Charges***

If admission, user, or other fees are charged for the use of the land, facilities, or buildings that were rehabilitated, developed, or acquired with funding from the LWCF/LPRF/NRTF Programs, the fee structure cannot be discriminatory to non-residents of the governmental entity. Higher fees may be charged to non-residents; however, they cannot exceed twice that charged to residents.

### ***Unsettled Claims***

TDEC/RES may deny or suspend program eligibility or withhold grant funds to any applicant against which the State has an unsettled financial claim.

### ***Utility Lines***

Overhead utility lines constitute major safety concerns and detract from the natural quality of many recreation areas and must be eliminated where possible. Governments will, therefore, be expected to:

1. *Take all reasonable steps* to insure the burial, screening, or relocation of existing overhead lines at development or acquisition projects where such lines visibly intrude upon the site's character.
2. *Insure that all new* electric wires under 15 KV and telephone wires be placed underground. In no case will high density recreation use areas (swimming, picnicking, etc.) be located under electric wires.

If the government feels that existing overhead lines should not be removed, rerouted, or buried, a detailed explanation and justification of such (i.e., certified engineer's report) must be included in the Maintenance Narrative section within the application package.



## **APPLICATION REQUIREMENTS AND PROCESS**

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### ***Application Submission Period***

Grant applications shall be submitted **ONLY** during the announced application submission period. Applications must be **RECEIVED** by RES by the end of business (4:00 P.M. CST) on Friday, March 1, 2006. TDEC/RES has announced the application submission period to all City and County Mayors or agency officials through a mass mailing. Applications submitted after the deadline will be ineligible and will be returned to the applicant.

### ***Eligible Applicants***

Each county government and each incorporated municipality of the State of Tennessee may submit one LWCF/LPRF/NRTF application per grant cycle. Further, a city and/or county may apply jointly for a project in addition to applying for an individual project. All project applications must be approved by the local governing body, or both governments if a joint application (i.e., city council, county commission, etc.). A state agency grant must complete the same process.

### ***Match Assurance***

A resolution or ordinance indicating the amount of funds requested, the source of said funds, and the applicant's commitment to match the requested amount must be included with the application. Additionally, a signed and dated statement from the chief elected or appointed official (i.e., mayor, or agency director) indicating the applicant's desire for funding and commitment to completing the project must be included.

### ***Active Project***

An applicant with an active LWCF/LPRF/NRTF project may not apply for a new grant until said open project is complete. To be eligible for the 2006 Grant Cycle, applicants with open projects must submit a Project Completion Certification (PCC) form to RES no later than Friday, March 1, 2006. All other pertinent documentation, including the final reimbursement form and supporting documentation, must be submitted to RES no later than May 1, 2006.

### ***Preliminary Review of Applications***

Upon receipt, TDEC/RES will review all applications and notify any applicants of their ineligibility based on the following:

1. *Inadequate verification of equal match* - (TCA 67-4-409, 11-14-307, and Public Law 88-578, 78 Stat 897) for requested funds.

2. *Ineligible expense* - Example: Any item that is not of permanent use to the project (i.e., contingency line item, hand tools, maintenance equipment; portable toilets for permanent public use, un-mounted trash cans and sporting equipment).
3. *Deficient Documentation*
  - a. Required documents - All required documents (i.e., proof of site control; resolution/ordinance supporting application; statement of commitment from elected official; evaluation criteria; cost estimate; site development plan; boundary maps; topographical quadrangle maps; location maps; lease; deed; title; etc.) must be included in the application.
  - b. Prescribed time period - The application must be in RES's possession by the close of business on the closing date of the application submission period.
  - c. Failure to follow format instructions - Failure to adhere to specified formatting instructions (i.e., incorrect binding, information out of order, illegible maps, etc.) will result in point deductions.
4. *Acquisition Documentation* - The applicant must have or will have clear title to the land in question, or possess a long-term lease (the lease must be for no less than 25 years, and must be entered into with a state, federal, or local government agency such as TVA, the Corps of Engineers, local school board of education, etc. for public recreation use). The commencement date of said lease must be no more than 12 months prior to the application deadline in order to be eligible for grant funds. An acquisition that is not permanently dedicated to recreation use will be ineligible.

### ***Application Evaluation***

Each application will be evaluated based upon the information provided in the application, as well as on information and observances compiled during the actual physical inspection of each project site. Projects will be rated in accordance with the OPSP rating criteria. Final recommendations are based upon the applicants' total ratings and will be submitted to the Commissioner of TDEC, the Commissioner of TDOA, and the Executive Director of TWRA for final approval.

### ***Unfunded Projects***

TDEC/RES will notify all applicants whose projects do not receive funding. Applicants with unfunded projects may request a summary of their rating and may request technical assistance to improve their current delivery system in order to prepare for future grant cycles.

## ***Special Requirements***

### **ACQUISITION PROJECTS**

1. *Grant Period* - The grant recipient has one year from the beginning date of the project contract to complete the acquisition. TDEC/RES will consider extending this period ONLY for good cause (i.e., financial hardship, public controversy, factors beyond applicant's control, etc.) at the written request of the applicant.
2. *Ownership* - An applicant receiving assistance from the State for acquisition must have a clear title to the acquired land and must permanently commit the land to public recreation and/or public recreational use, which is to be verified by the *Notice of Limitation of Use* (NLU) to be filed with the Register of Deeds. A copy of this form is to be included in the grant application package. The NLU must be referenced on the deed. Private easements, such as Conservation Easements, do not qualify under the term of ownership and therefore are not eligible for project funding. Publicly owned permanent easements or leases may qualify for funding. However, the use of publicly owned permanent easements as a match will be reviewed on a case-by-case basis.
3. *Procurement* - The applicant shall purchase the property according to its local procurement/acquisition procedures.
4. *Application Documentation* - The applicant will submit for TDEC/RES's approval the documentation described in the *Application Requirements Checklist*.
  - a. Opinion of Value - The applicant will submit to TDEC/RES at a minimum an Opinion of Value, prepared by the tax assessor or a licensed/certified real estate appraiser, which establishes the estimated fair market value of the project site. If a grant is awarded, the applicant will be required to submit an appraisal prepared by a licensed/certified real estate appraiser in order to use the property as all or part of the match. The appraisal must be dated no earlier than twelve (12) months prior to the grant award date, normally July 1. The appraisal will be reviewed/approved by the TDEC/RES appraisal reviewer prior to the release of the LWCF/LPRF/NRTF money to the applicant.
  - b. Survey - For all acquisition projects, the applicant will submit to TDEC/RES a survey of the project site. The survey must have been performed by a registered land surveyor, and must be dated within one year of the closing date of the application submission period. The survey must possess a North arrow and the date of the survey. A legal description of the property must be included, along with the results of a title search for the property. The title search should cover a five-year period prior to the approval of the grant project.

- c. Boundary and Topographical Quadrangle Maps The applicant will submit to TDEC/RES both boundary and topographical quadrangle maps of the site. These maps must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a permanent public recreation site. For more detailed instructions, see *Exhibit 1 - Project Boundary Map* and *Exhibit 2 - Topographical Quadrangle Map*.
  - d. Location Map The applicant will submit a project location map displaying the exact location of the project site with written directions from the main part of town as well as indicating the nearest State highway. If the site is not currently a park or difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see *Exhibit 3 - Location Map*).
5. *Site Development* - The applicant will have up to three years from the commencement date set forth in the contract to complete development. Land acquisitions can remain undeveloped, but the site must be open to the public and identified as public recreation land.
  6. *Environmental Review* - An environmental review will begin during the application period for each project. The original topographical quadrangle map submitted by the applicant must have the exact project site and boundaries clearly indicated. ***The applicant is responsible for and must obtain all necessary local, state, and federal environmental permits and environmental clearance approvals no later than April 28, 2006. This includes any archaeological studies or other environmental reports. Every effort should be made to submit all environmental clearances and permits with the application, however, all environmental clearances must be submitted to RES by April 28, 2006 or the application will be considered ineligible for funding.*** Copies of said permits and approvals must be included with the Environmental Considerations narratives of the application. TDEC's permit website address is: <http://www.state.tn.us/environment/permits/whoami.htm> *Note: If the project receives a grant award, no construction or development may begin until the results of TDEC'S environmental review have been obtained and the applicant has received written verification from RES to proceed with the project.*

## DEVELOPMENT PROJECTS

1. *Grant Period* - The applicant will have no more than three years from the effective date of the project contract to complete the project. TDEC/RES will consider extending this period for one additional year **ONLY** for good cause (i.e: financial hardship, material shortage, factors beyond applicant's control, etc.) at the written request of the applicant.
2. *Procurement of Goods and Services* - The applicant will secure all goods and services pertinent to the project according to the locally adopted procurement procedures. If the grantee has no procurement procedures, the State's procedures must be used. The website for the State's procedures is: <http://www.state.tn.us/generalserv/ba01a/topsman.pdf>.
3. *Application Documentation* - The applicant will submit for TDEC/RES's approval the documentation described in the *Application Requirements Checklist*, in this manual.

4. *Land Value as Match* - The applicant will submit to TDEC/RES a current *opinion of value* prepared by a tax assessor or a licensed/certified real estate appraiser. This opinion of value will establish the approximate land value of the project site. The opinion of value must be dated no earlier than one year prior to the closing date of the application submission period. If the grant is awarded, the applicant will be required to submit an appraisal prepared by a licensed, certified real estate appraiser to establish the official land value.
5. *Control and Tenure of Real Property to be Developed* - The applicant must either own the site in fee simple title or have a minimum 25-year lease with a local, state, or federal agency. The applicant must develop and manage the site as a permanent public recreation site. The applicant must complete the *Notice of Limitation of Use* (NLU) or attach a copy of the agreement for the lease/easement. The NLU must be referenced on the deed.
6. *Environmental Review* - An environmental review will be conducted during the application period for each project. The original topographical quadrangle map that is submitted by the applicant must have the exact project site and boundaries clearly indicated. ***The applicant is responsible for and must obtain all necessary local, state, and federal environmental permits and approvals prior to commencement of the project.*** Copies of said permits and approvals must be included with the Environmental Considerations narratives of the application. Failure to include said documentation will result in automatic point deductions from the total project rating. *Note: If the project receives a grant award, no construction or development may begin until the results of TDEC'S environmental review have been obtained and the applicant has received written verification from RES to proceed with the project.*
7. *Boundary and Topographical Quadrangle Maps* - For all projects, the applicant will submit to TDEC/RES both a boundary map and a topographical quadrangle map of the site. These maps must indicate the boundaries of the site, display known easements, and be sufficient to identify the area for protection as a permanent recreation site. For more detailed instructions, see *Exhibit 1 – Project Boundary map* and *Exhibit 2 – Topographical Quadrangle Map*.
8. *Location Map* - The applicant will submit a project location map displaying the exact location of the project site with written directions from the main part of town as well as indicating the nearest State highway. If the site is not currently a park or is difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see *Exhibit 3 - Location Map*).
9. *Project Development* - The applicant will submit all pertinent preliminary site, floor, and elevation plans with the application. All indoor facilities MUST clearly indicate ADA compliance throughout the building. Ball fields, playgrounds, pavilions, parking lots and other outdoor open space areas should provide as specific as possible plans/drawings indicating ADA accessibility. For details regarding these plans, see *Exhibit 4 - Preliminary Site Plan* and *Exhibit 5 - Preliminary Floor and Elevation Plan*.

## **COMPLIANCE RESPONSIBILITIES**

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### ***Site Dedication***

Land acquired or developed by the applicant with LWCF/LPRF/NRTF grant funds must be permanently dedicated as a public recreation site according to the terms of the original grant contract. Documentation (i.e., *Notice of Limitation of Use*) is to be filed with the local Register of Deeds. The *Notice of Limitation of Use* must be referenced on the deed. Applicants with leases or easements must have a minimum 25-year lease/easement with a local, state, or federal agency.

### ***Management of Project Sites***

All grant projects will be open at reasonable times and will be managed in a safe and attractive manner appropriate for public use and not subject to exclusive use.

### ***Conversion***

Should an applicant convert all or part of the project site to other than approved recreation use or lose the use of the property for recreation purposes, the applicant must replace the site/facilities, at its own expense, with an acceptable project of comparable scope and quality. (Conversions must have TDEC/RES, TDOA, and TWRA or NPS approval.)

### ***Non-Compliance***

TDEC/RES will have the right to terminate a project contract and demand return of the grant funds for non-compliance by an applicant. Failure by an applicant to comply with the provisions of the project contract will result in TDEC/RES declaring the applicant ineligible for further participation in LWCF/LPRF/NRTF until such time as compliance has been obtained to the satisfaction of the State or NPS.

### ***Progress/Final Inspections***

The TDEC/RES staff will perform progress inspections as necessary and a final inspection upon project completion.

### ***Post Completion Inspection***

Beginning in 1999, post completion inspections became the responsibility of the local/state governing body. All grant recipients will either be notified as to the inspection procedures and requirements or, will be expected to coordinate with the State's Inspector. Additional information concerning post completion self-certification inspections is available from Recreation Educational Services Division.

# LWCF/LPRF/NRTF APPLICATION REQUIREMENTS CHECKLIST

APPLICANT: \_\_\_\_\_

**This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.**

Application information MUST be in the order listed below and contained in a white three-ring binder with a spine width of TWO INCHES. All requested information MUST be included unless otherwise indicated. Each section of the application MUST be identified by a titled, labeled divider (including the number). Failure to follow format instructions will result in a maximum 10 point deduction from the final rating. Failure to provide any required information not listed in the Open Project Selection Process (OPSP) will result in the deduction of the points indicated in parenthesis.

DOCUMENTS	CHECK-OFF
1. Signed <i>Tennessee LWCF/LPRF/NRTF Grant Application form</i> *	
2. <i>Project Cost Sheet</i> *	
3. <i>Development Project Costs form</i> *	
4. Assurance of Match (resolution/ordinance, statement from elected official) *	
5. Planning Process Narrative w/ Support Documentation *	
6. Project Boundary Map *	
7. <i>Project Boundary Map Certification form</i> *	
8. Legal Description *	
9. Deed of Ownership, Lease, Easement *	
10. Park and Facility Inventory of Current System *	
11. Maintenance/Compliance Narrative (detailed maintenance plan of current and proposed system) *	
12. Environmental Considerations Narrative *	
13. Location and Topographical Quadrangle Maps *	
14. Photograph(s) of Site *	
15. Delivery System w/Support Documentation *	
16. Copy of dated and signed Board Ordinance, dated and signed Bylaws, and Members list *	
17. Program Inventory *	
18. Development Criteria for General Recreation Narrative w/Support Documentation *	
19. Preliminary Site Plan w/ADA Features (Applies to acquisition projects or development projects using land as a match.) *	
20. Preliminary Floor Plans w/ADA Features (Applies to development projects or acquisition/development projects.) *	
21. Survey (only applies to acquisition projects or projects using land value as match) *	
22. Title Search (Applies to acquisition projects or development projects using land value as a match; only applies if property was purchased within 1 year of grant award) *	
23. Opinion of Value (Applies to acquisition projects or development projects using land value as a match.) *	
24. <i>Notice of Limitation of Use</i> form signed by Government Official(s) required unless the acquisition is a lease or easement. Not required if acquisition has not yet occurred.*	
25. Application format is correct (In maximum 2-inch binder with dividers that are labeled and titled, sections are in the order of this list, etc.) *	

**\*If any of the above requirements are not completed, the application will not be scored and will be returned to the applicant.**





## LWCF/LPRF/NRTF APPLICATION INSTRUCTIONS

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***Read these instructions carefully. Any applications which do not follow these instructions will be determined ineligible and will be returned to the Applicant.***

Application information is to be listed in the order below. It must be bound in a white three-ring binder with a spine of two inches in width. All sections listed below are to be identified by a *tab divider stating the name and number of the section*. Failure to follow these formatting instructions may result in a maximum 10-point reduction of the total rating. For more detailed descriptions of how the information will be assessed, see the appropriate section of this manual.

1. ***Tennessee LWCF/LPRF/NRTF Grant Application*** - Answer ALL questions. Also, make sure that you list the CORRECT Federal Congressional Representative, State Senator, and State Representative along with their CORRECT districts.
2. ***Project Cost Sheet*** - Answer ALL applicable sections.
3. ***Development Project Costs form*** - Answer ALL applicable sections. Be sure to list all project line items including planning expenses. Remember, site planning, architectural, engineering or administration expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. ***Assurance of Match*** - This includes a resolution/ordinance passed by the governing body and a letter from the appropriate elected or appointed official (i.e., usually Mayor or agency director if a State application) giving assurance that the requested funds will be matched by the applicant and that the community is committed to seeing the project through to completion. **The source of the applicant's match funding must be indicated in these documents.**
5. ***Planning Process Narrative*** - This narrative should describe the process by which the community's recreation needs were assessed. Any support documentation (i.e., public input meeting minutes, community surveys, etc.) is to be included with the narrative. Petitions will NOT be accepted as public input.
6. ***Project Boundary Map*** - These maps must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
7. ***Project Boundary Map Certification form*** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
8. ***Legal Description*** - A legal description of the project property must be submitted with the application.
9. ***Deed of Ownership, Lease, and/or Easement*** - A copy of any or all such applicable documents must be submitted.
10. ***Park and Facility Inventory of Current System*** - A listing of all existing indoor/outdoor recreation areas in the applicant's delivery system must be submitted.

11. **Maintenance Narrative** - A **DETAILED** plan of the current and proposed maintenance procedures outlining the safety and accessibility standards being utilized must be included with the application. Any explanation and/or justification of maintenance issues (i.e., overhead utility lines) should be included in this section.
12. **Environmental Considerations Narrative** – Documentation includes a plan detailing the steps that are currently enacted or will be taken to ensure the preservation or enhancement of the environment in relation to the project scope. Copies of all applicable environmental permits, etc., must be included with the application. The Environmental Clearance and Environmental Survey sections from this manual must be included in this section.
13. **Location and Topographical Quadrangle Maps** - Clear, accurate, and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total rating. Topographical quadrangle maps are available from TVA, USGS, local map store, etc. The topographic quadrangle name and number must be included on the map.
14. **Photographs of Site**
15. **Delivery System Narrative** – Documentation should include a narrative addressing the quantity and quality of recreation services delivered to the public.
16. **Copy of Board Ordinance/Bylaws/Members** - A copy of the local Parks and Recreation Board's Ordinance, Bylaws, and a list of members indicating the board's composition must be included in the application package.
17. **Program Inventory** - A list of recreation programs, indoor and outdoor, must be provided by the applicant. List any cooperative efforts with private providers.
18. **Development Criteria for General Recreation Narrative** – Documentation should include information specific to the project development (i.e., environmental, priority need, serving special needs communities, etc.) See the OPSP for additional categories.
19. **Preliminary Site Plan** - A copy of the preliminary site plan for the project is to be submitted. All projects must show ADA compliance.
20. **Preliminary Floor Plans** - A copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities **MUST** clearly indicate ADA compliance throughout the building. Ball fields, playgrounds, pavilions, parking lots and other outdoor open space areas should provide as specific as possible plans/drawings indicating ADA accessibility. (Applies to development projects or acquisition/development projects.)
21. **Survey** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey.

22. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
23. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match.
24. ***Notice of Limitation of Use (NLU)*** form - This form is to be **completed and signed** by the elected or appointed official who will sign the grant contract unless the acquisition consists of a lease or an easement. The original must be filed with the local Register of Deeds, and a copy is to be included with the grant application. The NLU must be referenced on the deed as evidenced by the stamp by the Register of Deeds.



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**  
**TENNESSEE LWCF/LPRF/NRTF/RTP GRANT APPLICATION**

**PARTICIPANT INFORMATION**

**1. Applicant:**

**2. Applicant is a:**

- a. Federal Govt.
- b. State Govt.
- c. Local Govt.
- d. Private Org.

**List of Project Partners (if any):**

**4. Region:**

East Middle West

**County/Counties:**

**6.. Applicant Address:**

**7. Applicant Contact (Person responsible for daily management of project)**

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Federal ID#:** \_\_\_\_\_

**E-Mail:**      **Fax:** \_\_\_\_\_

**8. Park Name:**

**Project Title:**

**9. Grant Type (Check all that apply)**

Acquisition

Land owned by applicant

Development

Land leased by applicant

New Construction

Date lease expires:

Renovation

Land is publicly owned

Land is privately owned (RTP only)

**RTP Only**

**10. Intended Use (Check one)**

**Motorized Use**

**Combination of Motorized Uses**

**Non-Motorized Use**

**Combination of Non-Motorized Uses**

**Combination Motorized/Non-Motorized Use**

**11. Federal Congressional District**

**Congressman's Name:**

**District Number:** \_\_\_\_\_

**12. State Districts**

**Senator's Name:** \_\_\_\_\_

**District Number:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

**District Number:** \_\_\_\_\_

**13. Brief Description of Project**

**14. Project Funding**

**Grant Amount Requested**      \$ \_\_\_\_\_

**Match**      \$ \_\_\_\_\_

(50% match required for LPRF, LWCF and NRTF)

(Minimum 20% match required for RTP)

**TOTAL PROJECT COST**      \$ \_\_\_\_\_

**15. Source and Amount of Applicant's Matching Funds (20% for RTP; 50% for LPRF, LWCF and NRTF)**

**General Fund**      \$ \_\_\_\_\_

**CASH**      \$ \_\_\_\_\_

**Force Account**      \$ \_\_\_\_\_

**Third Party Donation**      \$ \_\_\_\_\_

**Partnership**      \$ \_\_\_\_\_

**Donation Value**      \$ \_\_\_\_\_

**Land**      \$ \_\_\_\_\_

**Labor**      \$ \_\_\_\_\_

**Material/Equipment**      \$ \_\_\_\_\_

**TOTAL MATCH**      \$ \_\_\_\_\_

(TOTAL MATCH should equal Match in Section 14)

\_\_\_\_\_  
**Authorized Signature (usually Mayor)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**      **Title**

\_\_\_\_\_  
**Authorized Signature of Partner (if applicable)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

Note: overmatches may be shown on a separate sheet.

DEPARTMENT OF ENVIRONMENT AND CONSERVATION – Recreation Educational Services Division  
LWCF/LPRF/NRTF/RTP



**PROJECT COST SHEET**

Applicant's Name: \_\_\_\_\_

Park Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Acquisition Only

Dev. Only

Acquisition and Dev. Preservation

(NRTF only)

**ADMINISTRATIVE COSTS**

		Date Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
Total Administrative Costs	\$	

**ACQUISITION COSTS**

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: Negotiated Purchase    Donation    Easement    Lease

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

\_\_\_\_\_ New Acreage- for acquisition or development; not previously under 6(f) protection.

\_\_\_\_\_ Value Added Acreage -additional development of land already under 6(f) protection

\_\_\_\_\_ Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: Publicly owned

Privately owned (RTP only)

CN-0429 (REV. 08/05)

RDA 2314-2316



## DEVELOPMENT PROJECT COST SHEET

**Applicant's Name:** \_\_\_\_\_

**Scope of Project:** Attach Professional Construction/Supplier Estimates  
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost
<b>Total Development Cost</b>			\$

Use Attachment if more space is needed

### TOTAL COSTS

<b>Total Administrative Costs</b>	\$
<b>Total Acquisition Costs</b>	\$
<b>Total Development Costs</b>	\$
<b>Total Project Costs</b>	\$
<b>Total Grant Request</b>	\$

### ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
<b>Supplies</b>	\$	\$	\$
<b>Personnel</b>	\$	\$	\$
<b>Utilities</b>	\$	\$	\$
<b>Equipment</b>	\$	\$	\$
<b>Contracted Labor</b>	\$	\$	\$
<b>Other</b>	\$	\$	\$
<b>Total Annual O/M</b>			\$

TN DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
RECREATION EDUCATIONAL SERVICES DIVISION  
LWCF/LPRF/NRTF/RTP



## PROJECT BOUNDARY MAP CERTIFICATION

**INDICATE APPLICABLE GRANT PROGRAM:**

LWCF      LPRF    NRTF    RTP

Applicant: \_\_\_\_\_

Park Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

1. Deed references
2. Adjoining Ownership
3. Adjoining easements of record
4. Adjoining water bodies
5. Metes and bounds
6. Government survey

Certification is made to the above by:

\_\_\_\_\_  
Applicant's Signature (Usually Mayor or Agency Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title





## NOTICE OF LIMITATION OF USE

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### **FOR LWCF:**

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

### **FOR LPRF:**

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

### **FOR NRTF:**

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.

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**FOR RTP:**

If the public property identified in the attached general warranty deed has been acquired or developed with federal Transportation Equity Act of the 21<sup>st</sup> Century (TEA-21) Recreation Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location. If a project is located on private lands that may include an easement or lease, the state requires a twenty-five year minimum commitment for public use.

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**Authorized Signature (usually Mayor or Agency Director if State or Federal Application)**

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**Printed Name and Title**

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**Applicant**

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**Address**

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**Phone Number**

---

**Date**

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## **LWCF/LPRF/NRTF Frequently Asked Questions (FAQ's)**

### **How many copies of the application do I need to send to Recreation Educational Services Division?**

Only one, however, communities are advised to maintain a copy for their own records.

### **Does L&WCF, LPRF, or NRTF fund projects on school property?**

No. Grants cannot go for acquisition or development of park facilities on school property. Eligible applicants are restricted to county and incorporated municipal governments. In the State of Tennessee most school property is titled and deeded to the local or county Board of Education. Property owned by a school system is not eligible for an L&WCF, LPRF or NRTF grant. However, the Board of Education may deed or lease (for a minimum of twenty-five years) all or a portion of the school property to the local governing body, and therefore, be eligible for a grant. Property must be under the control and management of the local government rather than the school. All deeds and/or leases, surveys, boundary maps and boundary map certification must be included in the grant application.

### **What does the phrase “in perpetuity” mean?**

For grant purposes it means “forever”. Parkland and park facilities developed with grant funding must remain parkland and park facilities from now until the end of time.

### **Does the local, state or federal government have to own the land for me to receive a grant?**

Yes. Acquisition land that will be used as match must be acquired no more than one year prior to and no later than six months after the grant award date (normally July 1). The land must be used for public recreation in perpetuity. Cities and/or counties may lease land for no less than 25 years but only from other governmental entities, including state and federal properties. Cities and counties may not lease land from private citizens, non-profit organizations, civic groups, businesses, industry, etc., to develop park property. In addition, cities and counties may not lease park property to private citizens, non-profit organizations, civic groups, businesses, industry, etc. Cities and counties may enter into “management agreements” with such organizations for the programming, development and maintenance of such facilities; however, the agreement must state that they are non-exclusive to other users. (See question concerning exclusive use.)

### **I want to use donated land as match – Can it be on existing City-owned property?**

No.

**I currently have an open project, what must I do to reapply again for the next grant cycle?**

Your current open L&WCF, LPRF or NRTF grant must be physically complete and the Project Completion Certification form have been submitted to our Division on or before the announced date. “Physically complete” means that all portions of the project scope and line items that are a part of the grant contract have been fully completed. PARTAS Regional Consultants will conduct an on-site inspection. If the project is lacking completion in any way (ADA compliance, functional use, materials ordered but not in, portions not complete due to weather, or any other reason), the grant application will not be accepted.

**Must I have all the cash, in-kind labor, material donations in place before we begin our project?**

No. While it is required that you begin your project within 180 days of grant award date (normally July 1), it is possible that your project may cover one, two or three fiscal years. The governing body may apportion the required funding to complete the project during the budget cycle for these years. Therefore, not all the cash and/or other sources of matching funds are required at the time of the grant award. However, all governing bodies must submit with the application a resolution or ordinance indicating the amount of funds requested, the source of said funds, and the “applicant’s commitment to match the requested amount”.

**I have a project in the form of acquisition/donation for new parkland. Must I submit the appraisals from a certified real estate appraiser with the grant application?**

No. All you are required to submit with the application is an “Opinion of Value” prepared by the County Tax Assessor or a Certified Real Estate Appraiser. If the grant is awarded, you will then be required to submit through a Certified Real Estate Appraiser two copies of the original appraisal of the property, including photographs.

**I am developing a park facility that may only be used during certain seasons and/or months of the year for organized activity. If funded through L&WCF, LPRF or NRTF would it be all right for me to close and lock my facility during the non-use days or months and/or lock it up after the activity is over, such as at 3:00 p.m.?**

No. L&WCF, LPRF and NRTF guidelines state that the park facility must be open during reasonable hours for public use every day of the year. Some exceptions include holidays, portions of Sundays, wet field conditions, etc. Even if it is the “off-season” for programming, the facility must remain open and accessible to the general public.

**I know that my new park facility must be ADA accessible, but what about accessibility from the parking lot to the facility?**

Yes. Many communities design accessible facilities yet omit accessible design features from the parking lot or other high-use areas to those facilities. For example, if you are developing/renovating restroom facilities, not only do the restrooms themselves have to be accessible but the pathway from the parking area and other high-use areas must be accessible to them as well. The same applies to playgrounds, ballfields, concessions stands, etc.

**I have heard the term “exclusive use”, what does this mean?**

It means restricting the use of a park or park facilities for varying groups of people, organizations, genders, age differences and religions. We require all parklands and facilities offices that have been developed with L&WCF, LPRF or NRTF funding to post EEOC, Section 504 and Title VI signage in either the park sites or the Mayor’s office. We also require that a sign be placed in a park site/facility that has been funded through an L&WCF, LPRF or NRTF grant acknowledging the State of Tennessee for its assistance.

**I am considering applying for ballfield maintenance equipment such as a 48” deck mower, in-field drag, finishing mower and aerator. Are these an allowable cost under L&WCF, LPRF or NRTF guidelines?**

No. All costs associated with L&WCF, LPRF or NRTF are to be permanent recreation equipment. In other words, any equipment that is movable, such as mowers, portable play equipment, basketballs, tools, and portable bathrooms are ineligible items. If you have any questions about the eligibility of any equipment contact RES for clarification.

**When will I know that I am ready to apply for an L&WCF, LPRF or NRTF grant?**

If the project is in the design phase and is ready to begin within one hundred eighty days (six months) of the grant award date, normally July 1, you are probably ready to apply. However, RES has observed that during past grant cycles, the Planning Section of the grant application is of high importance. If citizen involvement has been minimal (including a lack of board meetings, public hearings, surveys, media support, strategic planning, etc.), a recreation plan that includes goals and objectives is non-existent, and inventory and assessment of existing facilities is not complete, then, chances are, you are not ready to apply for grant funding this year.

**What types of safety measures should I follow with our new playground?**

When a playground is part of the proposed project, appropriate playground materials and adequate safety surfacing is required. The applicant should follow the current CPSC/ASTM guidelines.

**What are the wording requirements and other regulations concerning grant signage?**

See the attached example. Some communities have created signage that is 4’ x 8’, however, we request that it be no smaller than 2’ x 2’.

## Required Signage at Grant Sites

**Funding Acknowledgement:** This project is funded in part by a grant from the Local Parks and Recreation Fund (LPRF) administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. Other funding sources may be added to project signage per other funding source requirements (see “optional” below on signage example).

(Any other information about applicants is at the project administrator’s community’s discretion.)

### Other information that is required to be posted

**Equal Employment Opportunity** poster must be displayed at project site or at the city/county municipal building.

**Section 504 of the Rehabilitation Act of 1973 (ADA of 1990):** This act assures that no qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

**Title VI of the Civil Rights Act of 1964:** Assures that no person in the United States will, on the ground of race, religion, color, or national origin, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

*Note: if the above (EEO, Section 504, and Title VI) are posted onsite or elsewhere (City Hall, park office, etc.,) they will not need to be included in the sign below. They must be posted in a place where it can be seen by the public.*

**Size requirements: Minimum two- (2) foot by two- (2) foot is preferred.**

### EXAMPLE:

Your Project’s Name	
<b>This project is funded in part by a grant from the Local Parks and Recreation Fund (LPRF) administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. This project is in compliance with Section 504 of the Rehabilitation Act of 1973 (ADA of 1990) and Title VI of the Civil Rights Act of 1964.</b>	
<b>OPTIONAL</b>	<b>Funding has been provided as follows:</b>
	LPRF \$ 100,000
	Local Funds \$ 50,000
	Partnerships \$ 50,000
	Total Project Cost \$ 200,000

## Match List

<b>Can this funding source be used as a match for the grant we are applying for?</b>	<b>LPRF-State</b>	<b>L&amp;WCF-Federal</b>	<b>RTP-Federal Note: there must be at least a 5% non-federal match.</b>
<b>Cash</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Another LPRF or NRTF grant</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>L&amp;WCF grant</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>In-kind services, materials and equipment costs</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Appraised value of real property not previously dedicated to recreation</b>	<b>Yes. Acquisition must occur no earlier than one year prior to grant award date.</b>	<b>Yes. Acquisition must be within grant term.</b>	<b>Yes. Acquisition must be within grant term.</b>
<b>Easements or leases</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Legislative line item appropriations</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>TVA</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>TEA-21</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Urban Forestry grants</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>Corps of Engineers</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>Grantee's Enterprise Funds</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Community Development Block Grants</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Art or Historical Commission Grants</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>Rural Development</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>

**It is recommended that the applicant confirm that such a match is allowed with the agency responsible for providing the match.**

## **Recreation Educational Services Division**

### **Land Policy**

#### **Land Donations**

TCA 67-4-409(i)(4)(A) is the section that deals with donations of land which is used as match. In order for a land donation to be used as match:

1. The land must be donated "at the time the grant is made", and,
2. the land must be "located adjacent to the tract of land for which the state grant is sought which is independently appraised as having the same value amount as the grant."

#### **Acquisition of Land with Reimbursement of Acquisition Costs**

TCA 67-4-409(i)(5) deals with the acquisition of land for which the county or municipality wants to be reimbursed part of the acquisition costs. The following sequence must occur in order for the land acquisition cost to be reimbursable.

1. The county or municipality must submit a grant application.
2. After the submittal of the application the county or municipality must purchase land or "construct the trail for which the grant was sought" no more than twelve months prior to the award date of the grant (normally July 1).
3. The grant must be for reimbursement of the land acquisition costs.
4. The grant application must be submitted no more than 12 months prior to the award of the grant.

#### **Land Acquisition as Match for Development Funds**

The other type of LPRF grant involving land acquisition is the use of the land acquisition as a match for development funds. RES's policy is to allow the purchase of land previously non-dedicated to recreation to be used as a match for new recreation development costs as long as the purchase occurs no earlier than 12 months between the time of application and the time of grant award. The current value of the land will be evaluated as match.

**Note: All applicants should be aware that the acquisition of land does not guarantee a grant award and that all eligible applications will be competitively scored.**



# **TENNESSEE OPEN PROJECT SELECTION PROCESS (OPSP)**

*Land and Water Conservation Fund (LWCF) Grants*

*Local Parks and Recreation Fund (LPRF) Grants*

*Natural Resources Trust Fund (NRTF) Grants*

## ***Introduction***

The primary goal of the rating system is to objectively select the projects that should be funded. The rating criteria attempts to provide applicants and the state rating staff a fair and equitable project evaluation system. *Read each factor carefully and respond directly to its intent.*

Rating factors cannot be worded in a way that will address every possible situation. **Intent statements have been developed to provide guidance in the awarding of the rating points.** Points will be awarded on a variable scale depending on the degree to which the project satisfies the intent of the factor. The rating staff's priority list will be presented to the Commissioner of the Department of Environment and Conservation (TDEC), the Commissioner of the Department of Agriculture (TDOA), the Executive Director of the Tennessee Wildlife Resources Agency (TWRA) and/or National Park Service (NPS) for approval.

**If the need for a conversion has been identified and the grant applicant has not initiated the conversion process, then a new grant application will not be considered.**

## **General Criteria (150 points maximum)**

All applicant projects will be rated in the following categories:

- 1. Administrative Compliance (30 points maximum)
- 2. Planning Process (30 points maximum)
- 3. Delivery System (30 points maximum)
- 4. Maintenance (30 points maximum)
- 5. Environmental Considerations (30 points maximum)

**Additional Categories (40 points maximum)**

Projects will be rated in one or more of the following categories:

- 1. Development Criteria For General Recreation (30 points)
- 2. Acquisition - Heritage Resources (40 points)
- 3. Acquisition - Recreation Resources (40 points)
- 4. Greenways, Trails, and Natural Areas Development (30 points)

All applicants will choose to rate their project in one of the above categories.

**Bonus Category (10 points maximum)**

Three-Star Benchmarking Program - additional points will be awarded under the Delivery System criteria for each Tier Level certification completed.

[Bonus categories and points will be reviewed and added, when appropriate, through proposals by TDEC-RES, Action Program from the State Recreation Plan and the Governor's recreation/outdoor initiatives.]

<b><i>Maximum Possible Grant Rating – 200 points</i></b>
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## ***GENERAL CRITERIA***

*(Total points available for this section –150)*

### **1. ADMINISTRATIVE PROGRAM COMPLIANCE (30 points maximum)**

**A. The RES onsite inspection team will review items A1-A4 and may request supplemental information in this area if deficiencies are found during the onsite inspection.**

- 1) Unresolved issues discovered during the Post Completion Inspections of previous grant assisted projects
- 2) Unapproved and identified change of use/obsolete facility situations
- 3) Undeveloped acquisition identified for development in previous grant
- 4) Incomplete past grants, non-fulfillment of contracts

**B. The grantee shall submit a narrative responding to each of the criteria below, concerning all park and recreation facilities, noting any criteria that do not apply.**

- 1) Accessibility noncompliance (ADA and geographic location)
- 2) Temporary and permanent grant acknowledgement signage as required by contract. Location of sign(s) \_\_\_\_\_  
(Picture of sign should be included if applicable.)
- 3) The project will serve all populations of the community
- 4) Facility signage that includes information about usage and emergency contacts
- 5) Directional signage to facilities
- 6) Playgrounds that meet or exceed state and/or national standards
- 7) Describe the maintenance on Aquatic facilities if applicable
- 8) Other park facilities meet recommended safety and risk management standards
- 9) Proper turf management practices are utilized on park land
- 10) Comptroller phone number must be posted

**2. PLANNING PROCESS (30 points maximum)**

This section measures the quality of the procedure(s) utilized by the applicant to demonstrate support for the proposed project. Factors considered in evaluating this support include citizen involvement, local commitment, prioritization of needs, and documentation of conformance with local and state plans. The proposed project must conform to plans prepared within the last five years.

**A. *Citizen Participation/Local Commitment***

**1. Budget Planning Documentation**

- a) Is the proposed project, in whole or in part, identified in your general fund and/or capital improvement plan for the upcoming fiscal year?

[Budget documentation must also include the capital improvement plan or general budget showing the proposed match.]

**2. Show the methods used for involving a cross section of citizens -- including youth, senior adults, minorities, persons with disabilities, etc. in the planning of the proposed project. This information should be the most current available, normally within the last two years. The following are examples of public input:**

- a) Board meeting approved minutes (including park and recreation board, city/county commissions, school boards, etc.) supporting the proposed project
- b) Notice of public hearings and hearing minutes
- c) Evidence of media support and involvement
- d) Sample and analysis of community surveys measuring public need and support of the proposed project
- e) Report generated by professional strategic planning workshop
- f) Other examples of forums utilized for public input (**not petitions**). Include documentation of as many of these aspects of public input as possible.

**3. Demonstrate local support for the proposed project by providing the following documentation:**

- a) Donations of money
- b) Donations of land by a third party
- c) Donations of labor
- d) Donations of materials

- e) Established partnerships
- f) Copy of applicant's general fund budget sheets for parks and recreation
- g) Capital improvement fund

**B. *Local Priority and State Priority***

Documentation must be initiated and prepared by the applicant. Goals and objectives should be included in the application documentation.

1. Project must meet a priority need, goal or objective as identified in (provide copies of all that apply):
  - a) the current five-year local recreation plan
  - b) a report generated by a strategic planning workshop
  - c) the summarization of a public survey of opinion regarding said project
  - d) How does the project enhance the unmet recreation needs/opportunities?
2. Applicant has provided a current inventory of facilities and a detailed assessment of the following for each facility (see Exhibit 7 – Area and Facility Inventory form):
  - a) Deficiencies
  - b) Maintenance needs
  - c) Safety needs
  - d) Accessibility compliance
  - e) Proposed improvements

Note: The inventory and assessment must be submitted with the application. If this is a joint application with other government entities, include the inventory and assessment of each entity.

**3. State Priority**

The proposed project promotes recreation opportunities through the management, protection and preservation of Tennessee's natural, cultural and environmental resources, and meets regional and state priorities of the *Tennessee State Recreation Plan, 2003-08*. All local governments should have a copy of the current plan. The plan is

available from the Recreation Educational Services Division web site.  
The web site address is: [www.state.tn.us/environment/recreation](http://www.state.tn.us/environment/recreation) .

**3. DELIVERY SYSTEM (30 points maximum-on general criteria; 10 points maximum for additional bonus points)**

This section addresses the quantity and quality of recreation services delivered to the public and rates the applicant's use of community resources for recreation and parks. You may not have a comprehensive organized delivery system but you can still score points by documenting what you do have in place.

*Application should include sufficient documentation concerning all of the above. All resolutions/ordinances/charters and by-laws should be properly dated and signed by local government authorities, or director of the state agency. Any undated/unsigned documents will receive zero or partial credit only.*

**A. *Organization and Administration***

1. A legally constituted Recreation and Parks advisory or policy board exists (in accordance with TCA 11-24 and TCA 11-21). Include the following documentation as part of your application:
  - a) a resolution, ordinance or charter
  - b) written by-laws
  - c) applicant's current list of board members (the board must reflect an equal representation of the populations existing within the community)
2. Tell us how parks and recreation services/programs/facilities are delivered and managed in your community through administration and staffing. Documentation will include the following:
  - a) Department organizational chart(s)
  - b) Job descriptions of all full-time employees
  - c) Job descriptions of all part-time employees
  - d) List of volunteer positions and/or volunteer organizations

**B. *Use of Existing Resources and Unique Opportunities***

1. How are you utilizing other facilities/resources within the community? Examples may include, but are not limited to: [documentation should include all the facilities that are used]
  - a) Schools

- b) Businesses (including churches, banks, etc.)
  - c) City/county facilities
  - d) Private non-profit staff and volunteers
  - e) Other
2. How are you using written contracts/agreements for cooperative efforts with other recreation providers and/or other governmental entities? Documentation should include written contracts with as many different providers as possible, including, but not limited to:
- a) Private recreation providers (including health and fitness centers, organizations, clubs, etc.)
  - b) Businesses (including industries, non-profits, churches, etc.)
  - c) Athletic leagues/associations
  - d) Boards of Education
  - e) City/county governments (including public works, police department, sheriff's office, Arts Commission, etc.)
  - f) State or federal agencies (including state parks, TWRA, TVA, Corps of Engineers, National Park Service, etc.)

C. ***Program Services Offered***

1. How are you providing a comprehensive program for all citizens? Please consider scope and balance, and provide sufficient examples including: various program/event flyers, brochures, news articles, etc.)

**Scope** in programming refers to providing activities for the following population types:

- a) All age groups
- b) All genders
- c) All ethnic groups
- d) All socio-economic-levels
- e) Various levels of programming designed for the physically and mentally challenged

**Balance** in programming refers to providing a varied assortment of activities in the following areas:

- a) Athletics
- b) Fitness
- c) Cultural arts
- d) Outdoor activities (including natural, interpretive and environmental)

- e) Educational
- f) Hobbies/clubs
- g) Social/new trends
- h) Arts and crafts
- i) Special events
- j) Other activities
- k) Environmental education activities

**D. BONUS POINTS: Three-Star Benchmarking Program**

Note: Must be certified through Economic and Community Development's (ECD's) Three Star Benchmarking Program, visionary component of the Three-Star application. Contact [www.state.tn.us/ecd/](http://www.state.tn.us/ecd/) or [www.state.tn.us/environment/recreation](http://www.state.tn.us/environment/recreation) for more information. At what tier has the applicant been certified?

Applicant has not been certified: \_\_\_\_\_ 0 points

Tier 1 \_\_\_\_\_ 5 points

Tier 2 \_\_\_\_\_ 7 points

Tier 3 \_\_\_\_\_ 10 points

**4. MAINTENANCE (30 points maximum)**

In distributing limited state funding to local governments, the state pays special attention to those communities who comply with federal and state regulations and who demonstrate the ability to effectively maintain a recreation and parks system. This includes overall maintenance capabilities by providing a:

- a) Developed comprehensive maintenance plan
- b) List of full-time and part-time maintenance staff and position titles
- c) Copy of the maintenance budget
- d) Provide current inventory list of all maintenance equipment
- e) Copy of the equipment maintenance schedule

**Be specific with your documentation and attachments.**



5. **ENVIRONMENTAL CONSIDERATIONS (30 points maximum)**

**[Note: it is important that environmental information and permits received relevant to proposed project be included with the application.]**

**A. Access and Zoning**

(Include supporting documentation in the application)

The project provides:

1. Convenient public access
2. Surrounding land uses that compliment the recreation site
3. Surrounding lands zoned to protect project site from future incompatible development
4. A site that is environmentally suitable for proposed project

**B. Environmental Clearance Letters**

<b>Agency</b>	<b>Grantee has sent letter to this Agency</b>	<b>Clearance given by Agency</b>	<b>Concern noted by Agency</b>
<b>Division of Archaeology-LPRF only</b>			
<b>Division of Natural Heritage-LPRF only</b>			
<b>Division of Remediation-all grant applications</b>			
<b>Division of Underground Storage Tanks-all grant applications</b>			
<b>Tennessee Historical Commission-LWCF and RTP only.</b>			
<b>U.S. Fish &amp; Wildlife Service-LWCF and RTP only</b>			
<b>U.S. Army Corps of Engineers-all projects that involve or are near a wetland or waterway.</b>			

**C. Environmental Preservation/Protection**

1. Complete the attached environmental survey to sufficiently describe the positive and negative effects on the environmental elements of the proposed project(s). Please include any additional supporting documentation with the survey.

## ENVIRONMENTAL CLEARANCE

The potential environmental impact of proposed construction and rehabilitation is a serious concern. This grant-aid program requires that all recipients of funding comply with the conditions of the National Environmental Policy Act (NEPA) prior to and during construction activities.

Letters of clearance or compliance with Federal environmental laws must be obtained by the project applicant for each project and submitted with the project application by the application deadline. Letters must be obtained from each of the applicable agencies below:

### REQUIRED FOR LWCF AND RTP APPLICATIONS

#### **TENNESSEE HISTORICAL COMMISSION**

ATTN: Mr. Herb Harper  
Clover Bottom Mansion  
2941 Lebanon Road  
Nashville, TN 37243-0442  
Contact: Dr. Joe Garrison  
615/532-1550, extension 103

#### **U.S. FISH & WILDLIFE SERVICE**

ATTN: Dr. Lee Barclay  
446 Neal Street  
Cookeville, TN 38501  
931-528-6481

### REQUIRED FOR ALL APPLICATIONS NEAR OR INVOLVING A WATERWAY OR WETLAND

#### FOR MIDDLE & EAST TENNESSEE:

##### **U.S. ARMY CORPS OF ENGINEERS**

Attention: Mr. Ron Gatlin, Chief  
Regulatory Branch  
3701 Bell Road  
Nashville, TN 37214  
615/369-7500

#### For West Tennessee:

##### **U.S. ARMY CORPS OF ENGINEERS**

Attention: Larry Watson, Chief  
Regulatory Function Branch  
167 N. Main St, B-202  
Memphis, TN 38103  
901/544-0736

### **REQUIRED FOR ALL APPLICATIONS**

#### **DIVISION OF REMEDIATION**

Attention: Andy Binford  
4<sup>th</sup> Floor, L & C Tower  
401 Church Street  
Nashville, TN 37243  
615-532-0911

#### **In addition, for LPRF Grants:**

##### **Division of Archaeology**

Attention: Mr. Nick Fielder  
Cole Building #3  
1216 Foster Avenue  
Nashville, TN 37210  
Contact: Mr. Michael Moore  
(615) 741-1588, extension 20

### **REQUIRED FOR ALL APPLICATIONS**

#### **DIVISION OF UNDERGROUND STORAGE TANKS**

Attention: Stan Boyd  
4<sup>th</sup> Floor, L & C Tower  
401 Church Street  
Nashville, TN 37243  
Contact: Cheryl White  
615-532-0963

#### **In addition, for LPRF Grants:**

##### **Division of Natural Heritage**

Attention: Mr. Reggie Reeves  
14<sup>th</sup> Floor, L & C Tower  
401 Church Street  
Nashville, TN 37243-0447  
Contact: Mr. Roger McCoy  
(615) 532-0431

In addition, an original and four copies of the topographic quad map(s) clearly indicating the entire proposed route of the trail project or park boundary must be submitted with the application. If photocopied, be sure that the name/title of the quad map(s) is indicated.

If the proposed project in any way affects a watercourse, its 100-year floodplain or any lake, pond, reservoir, swamp, marsh, or wetland, the project applicant must secure a Section 404 permit from the U.S. Army Corps of Engineers (listed above). A state Aquatic Resource Alteration Permit (ARAP) from the Division of Water Pollution Control may also be required. For information on state permit requirements, contact the Department of Environment and Conservation at 1-888-891-TDEC.

It is the applicant's responsibility to secure any required environmental and/or construction permits (local, state or federal) prior to project construction. Separate documentation must be provided for EACH individual project site.

The TDEC permit website address is:

<http://www.state.tn.us/environment/permits/whoami.htm> This provides a list of permits required for specific development projects. Applicants should refer to this site when trying to determine if their proposed project will require an environmental STATE permit. **Note: Federal and local permits may also be required. This site also provides information on how to apply for a permit.**

Federal agencies only (U.S.F.W., TVA, NPS, and COE) may use a current Environmental Impact Statement.

## **Environmental Document**

Upon receipt of environmental clearance letters, the applicant, or his representative, must prepare an environmental document to be submitted with the grant application. This should be a categorical exclusion or an environmental assessment.

The environmental document must include:

**Project:**  
**Location:**  
**Funding Year:**  
**Contact Person for Environmental Review:**  
**Phone Number:**  
**Project Sponsor:**  
**Project Contacts:**

### **1. Project Description and Purpose**

- a. **Description of proposed project**
- b. **Purpose and need of project**

### **2. Land Use Impacts**

- a. **Right of Way Acquisition and Relocation Impacts**
- b. **Project consistency with local, state and regional plans**
- c. **Any impact to farmland that is either prime, unique, of statewide importance, or of local importance.**

### **3. Air Quality Evaluation**

### **4. Noise Impact Evaluation**

### **5. Section 106 of the National Historic Preservation Act**

**(See attached letter from the Tennessee Historic Commission)**

**6. Endangered Species Act of 1973**

(See attached letters from the USFWS and the Natural Heritage Division of the Department of Environment and Conservation)

The requirements under Section 7(c) of the Endangered Species Act have been fulfilled.

***7. Fish and Wildlife Coordination Act of 1958***

(See attached letter from the Army Corps of Engineers)

***8. Floodplain management - Executive Order 11988***

***9. Protection of Wetlands - Executive order 11990***

(See attached letter from the USFWS)

**10. Hazardous Waste Evaluation**

**11. Section 4(f) of the Department of Transportation Act of 1966**

**12. Other Impacts**

***Review and Recommendation based on material submitted by***

\_\_\_\_\_:

\_\_\_\_\_  
Mayor or Agency Director

\_\_\_\_\_  
Date

***The project as proposed will not involve significant impacts to the existing land use. Based on the above findings and the fact that the project will not individually or cumulatively have any significant environmental impacts, it is our recommendation that the project be classified as a categorical exclusion under the provision of 23 CFR 771.117(d).***

\_\_\_\_\_  
Planning Manager  
Recreation Educational Services

DATE: \_\_\_\_\_

CONCUR: \_\_\_\_\_

DATE: \_\_\_\_\_

**LIST OF ELEMENTS TO BE INCLUDED IN THE ENVIRONMENTAL  
DOCUMENT**

1. One original and four copies of the USGS Quadrangle Map indicating the location of the project.
2. Vicinity map showing location of project in the city or county and showing major roads and rivers.
3. Photographs of the site showing current and surrounding land use.
4. Site plan.

## **Environmental Clearance Letters**

- U.S. Fish and Wildlife Service (U.S.F.&W.)-Required for L&WCF and RTP applications.
- U.S. Army Corps of Engineers (COE)-Required for all applications that involve or are near a waterway or wetland. Note in environmental document if no waterway or wetland is involved.
- Tennessee Historic Commission-required for LWCF and RTP applications. Not required for LPRF.
- Tennessee Division of Archaeology (LPRF applications only)
- Division of Remediation (Tennessee Department of Environment and Conservation)
- Underground Storage Tanks (Tennessee Department of Environment and Conservation)

A sample categorical exclusion package will be presented at the application workshop.

## List of Agencies

For more information about using native plants, safety, building codes, underground storage tanks, etc., that concern your project, contact:

**Division of Archaeology**  
**Attention: Mr. Nick Fielder**  
**Cole Building #3**  
**1216 Foster Avenue**  
**Nashville, TN 37210**  
**Contact: Mr. Michael Moore**  
**(615) 741-1588, extension 20**

**Underground Storage Tanks**  
**4<sup>th</sup> Floor, L & C Tower**  
**401 Church Street**  
**Nashville, TN 37243-1541**  
**(615) 532-0963**  
**Contact: Cheryl White**

**Division of Natural Heritage**  
**Attention: Mr. Reggie Reeves**  
**14<sup>th</sup> Floor, L & C Tower**  
**401 Church Street**  
**Nashville, TN 37243-1538**  
**Contact: Mr. Roger McCoy**  
**(615) 532-0437**

**Division of Remediation**  
**4<sup>th</sup> Floor, L & C Tower**  
**401 Church Street**  
**Nashville, TN 37243-0447**  
**(615) 532-0911**  
**Contact: Mr. Andy Binford**

**Tennessee Exotic Pest Control Council**  
**P.O. Box 40692**  
**Nashville, TN 37204**  
**(615) 646-5292**

**Southern Building Codes**  
**900 Montclair Road**  
**Birmingham, Alabama 35213**  
**(800) 877-2224**

**Life Safety Codes**  
**National Fire Protection Association**  
**(617) 770-3000, or, (800) 344-3555**

**Handicapped Code**  
**Public Building Accessibility Act**  
**North Carolina Handicapped Code (TN adopted this)**  
**(919) 733-3901**

**Consumer Product Safety Commission**  
**Washington, D.C. 20207-0001**  
<http://www.cpsc.gov/>

TDEC's permit website address is:

<http://www.state.tn.us/environment/permits/whoami.htm>

This provides a list of permits required for specific development projects. Applicants should refer to this site when trying to determine if their proposed project will require a STATE environmental permit. **Note:** Federal and local permits may also be required. This site also provides information on how to apply for a permit.



## ENVIRONMENTAL SURVEY

This survey is a requirement for recreation grant programs. Where adverse or negative impact is indicated, submit additional information describing the mitigation of this adverse or negative impact. For projects selected for funding and submitted to NPS, the Department of Environment and Conservation will verify the accuracy of this information and compliance with appropriate state and federal regulatory agencies to meet the requirements of the National Environmental Policy Act (NEPA). **Failure to provide complete and accurate information may result in rejection of the project.**

1. Project Name: \_\_\_\_\_

2. Land Use:

a) Please provide a detailed description of proposed construction,, the design of the project, special features including any bridges, and proximity to environmental features (stream crossings, wetlands, forested areas, open field, etc.). Describe in detail the project area including topography, historic land usages, and unique geologic features. Attach a land use map of the area if available, and one USGS topographic map, with topographic map name, with legend, clearly showing project location and boundaries. The documents should be of sufficient size and clarity for adequate interpretation of applicant's intentions.

b) Is the project consistent with comprehensive land use, management or development plans for the area? \_\_\_\_Yes \_\_\_\_No \_\_\_\_Not Sure

Name of plan: \_\_\_\_\_

3. Natural Resources: Describe how the proposed project will impact the following?

- a) Soil Erosion or Sedimentation;
- b) Vegetation (i.e., noxious weeds, etc.);
- c) Streams, Rivers or Lakes;
- d) Wetlands;
- e) Floodplains;
- f) Farmlands;
- g) National Natural Landmarks;
- h) Endangered Plants and/or Animals; and,
- i) Wildlife and/or Wildlife Habitat.

4. The project application:

- a) Identifies, lists and incorporated only native plants into the proposed project; and/or,
- b) Promotes and documents, with a listing of the native plants that will be used; and/or
- c) If non-native plants are used, it must be minimal and their use must be sufficiently justified.

5. Historic and Archaeological Resources:

- a) Has the project been reviewed by the Tennessee Historic Commission?  
\_\_\_\_\_Yes \_\_\_\_\_No If yes, attach Commission comments
- b) Will the project have an effect on historic or archaeological resources?  
\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Not Sure

6. Hazardous Wastes – Is there any potential for involvement with hazardous wastes or underground storage tanks? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Not Sure

7. Noise – Is there potential for the project to have a noise impact on the surrounding land uses? \_\_\_\_\_Yes \_\_\_\_\_No

8. Air Quality – Will the project have an adverse impact on air quality?  
\_\_\_\_\_Yes \_\_\_\_\_No If yes, explain.

9. Is the project located on a publicly owned park, recreation area, historic site or wildlife and waterfowl refuge? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, mark the appropriate box and name the facility.

\_\_\_\_\_Park or \_\_\_\_\_Recreation Area \_\_\_\_\_  
\_\_\_\_\_Historic Site \_\_\_\_\_  
\_\_\_\_\_Wildlife/Waterfowl Refuge \_\_\_\_\_

10. Permits Required:

Section 404 Permit - Wetland (Corps of Engineers)	_____Yes	_____No
Aquatic Resource Alteration Permit (TDEC)	_____Yes	_____No
Tennessee Valley Authority Section 26a Permit	_____Yes	_____No
Local Permits	_____Yes	_____No

11. Describe methods to be employed to reduce adverse impacts from construction or use, such as noise, dust generation, soil erosion and siltation.

**TO BE COMPLETED BY PROJECT APPLICANT**

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Any response that signifies impacts (significant or minimum) may require additional information. On additional pages provide information, as necessary, to access the potential impacts. Attach additional documentation if applicable.

Applicant: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Preparer: \_\_\_\_\_

Signature of Preparer: \_\_\_\_\_

Preparer's Telephone Number: \_\_\_\_\_

Preparer's e-mail address (if available):

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_  
(Usually the Mayor or Agency Director if a State or Federal Application)

Applicant's e-mail address (if available):

\_\_\_\_\_

## ***ADDITIONAL CATEGORIES***

### **1. DEVELOPMENT CRITERIA FOR GENERAL RECREATION**

#### **Point distribution (30 points possible)**

- A. Multiple use--project meets priority need or needs and offers variety of recreation activities to a wide range of users.
- B. The project location serves all populations of the community and is equally accessible to all. Application documentation should include narrative, maps concerning project location, location of restrooms to project, adequate parking, including ADA compliant parking spaces, and service area. It should also include community populations/primary participants/users
- C. The project renovates or revitalizes park facilities, which are at least 20 years old. Support documentation must be included identifying when facility was developed/constructed. Points will not be awarded if the project is needed due to an obvious lack of maintenance.
- D. Application documentation should include: plans, maps, and drawings on how facilities are sited, designed and constructed to fit the landscape/park area. The project will develop recreation lands/facilities that are compatible with a site's natural resources and that minimize adverse environmental impacts. Ratings will be based upon the validity of the project design.
- E. A project whose main purpose is to protect and preserve natural and/or cultural features and also provides opportunities for environmental education
- F. Vandal-resistant, innovative or unique design/construction features are incorporated into the project. These features must be identified/described by applicant.
- G. Specific documentation showing how acquisition/development costs were attained are submitted in the application. For example, a grant application for swimming pool development should document whether or not the estimates of the proposed costs were provided by professionals/experts.

## 2. **ACQUISITION - HERITAGE RESOURCES** (40 points possible)

- A. Primary significance of acquisition (mark all that apply).
1. **BIO-DIVERSITY:** Acquisition will promote and protect bio-diversity (e.g. presence of threatened or endangered species, critical or sub-critical natural communities, species richness or use as wildlife corridor). Potential opportunities exist for education, research and recreation activities.
  2. **GEOLOGICAL:** The acquisition has unique or important geologic features. Potential opportunities exist for education, research and recreation activities.
  3. **ARCHAEOLOGICAL:** The acquisition has archaeological significance. Potential opportunities exist for education, research and recreation activities.
  4. **HISTORICAL:** The acquisition preserves the integrity of a historical site (either on or eligible for listing with the National Register of Historic Places). Potential opportunities exist for education, research and recreation activities.
- B. Applicant has conducted and inventoried applicable heritage resources.
- C. The acquisition is for preservation purposes (historical, archaeological, natural, cultural, scenic, or other special features) and has been verified in writing by the appropriate agency.
- 

## 3. **ACQUISITION - RECREATION RESOURCES** (40 points possible)

Items that must be addressed include:

- A. The project justifies the need for more land for recreation, parkland, natural area, or open space purposes.
- B. The acquisition enhances natural areas, greenways, and open space corridors.
- C. Acquisition will protect potential recreation sites and/or parkland from future undesirable development.
- D. The acreage is of sufficient size and configuration to adequately accommodate its intended recreation usage and development.

- E. How does this acquisition make connections to other parks, greenways, trails, neighborhoods, schools, etc? Local or regional land use plans or land acquisition plans need to reflect the movement towards a seamless park system with corridors and linkages to local, state, and federal parks.
- F. What are the applicant's master plans for development?

If this project contains development as well as acquisition, the applicant should also respond to the following development criteria:

- G. Multiple use--project meets priority need or needs and offers variety of recreation activities to a wide range of users.
- H. The project location serves all populations of the community and is equally accessible to all. Include maps concerning project location and service area, indicate provisions for restrooms, parking, including ADA compliant parking spaces.
- I. The project renovates or revitalizes park facilities, which are at least 20 years old. Support documentation must be included identifying when facility was developed/constructed. Points will not be awarded if the project is needed due to an obvious lack of maintenance.
- J. Application documentation should include: plans, maps, and drawings on how facilities are sited, designed and constructed to fit the landscape/park area. The project will develop recreation lands/facilities that are compatible with a site's natural resources and that minimize adverse environmental impacts. Ratings will be based upon the validity of the project design.
- K. A project whose main purpose is to protect and preserve natural and/or cultural features and also provides opportunities for environmental education
- L. Vandal-resistant, innovative or unique design/construction features are incorporated into the project. These features must be identified/described by applicant.
- M. Specific documentation showing how acquisition/development costs were attained are submitted in the application. For example, a grant application for swimming pool development should document whether or not the estimates of the proposed costs were provided by professionals/experts.

**4. GREENWAYS & TRAILS DEVELOPMENT and/or NATURAL AREA PRESERVATION (30 points possible)**

If the applicant wants to be scored for these criteria, a minimum of 50% of the project cost must be for greenway or trail development, and/or natural area preservation.

Items that must be addressed in your narrative include:

- A. The trail, natural area, or greenway provides linkage to other established recreation areas, trails and facilities; e.g. schools, downtown businesses, and/or other communities.
- B. The trail, natural area, or greenway will make use of linear corridors such as rail-line, waterways, and utility rights-of-way where legally feasible.
- C. Applicant exhibits a partnership of organizational sharing of financial costs.
- D. Applicant's project provides environmental education, research opportunities and/or interpretative recreation opportunities.
- E. Development enhances heritage resources, i.e. promotion of bio-diversity, use of native plants, and conservation of archaeological or historical sites.
- F. How does this project comply with the State Greenways and Trails Plan?

## **List of Abbreviations**

<b>ADA-</b> Americans with Disability Act	<b>TEA-21-</b> Transportation Equity Act of the 21 <sup>st</sup> Century
<b>APRP</b> – Associate Park & Recreation Professional	<b>TVA-</b> Tennessee Valley Authority
<b>ASTM-</b> American Society for Testing and Materials	<b>TWRA-</b> Tennessee Wildlife Resources Agency
<b>CN-</b> Certified Number	<b>USGS-</b> United States Geological Service
<b>CPRP</b> – Certified Parks & Recreation Professional	
<b>CPSC-</b> Consumer Product Safety Commission	
<b>CST-</b> Central Standard Time	
<b>DBE</b> – Disadvantaged Business Enterprise	
<b>FAQ-</b> Frequently Asked Questions	
<b>FHWA-</b> Federal Highway Administration	
<b>LPRF-</b> Local Parks and Recreation Fund	
<b>LWCF-</b> Land and Water Conservation Fund	
<b>NLU</b> – Notice of Limitation of Use	
<b>NPS-</b> National Park Service	
<b>NRTF-</b> Natural Resources Trust Fund	
<b>OGC</b> – Office of General Counsel	
<b>OPSP-</b> Open Project Selection Process	
<b>PARTAS</b> – Parks and Recreation Technical Advisory Service	
<b>REC</b> – Recreation Educational Consultant	
<b>RES-</b> Recreation Educational Services Division	
<b>RTP</b> – Recreation Trails Program	
<b>TCA-</b> Tennessee Code Annotated	
<b>TDEC-</b> Tennessee Department of Environment and Conservation	
<b>TDOA-</b> Tennessee Department of Agriculture	



# Exhibits

## Exhibit 1

## Exhibit 2

### Exhibit 3

## Exhibit 4

## Exhibit 5

## Exhibit 6

<b>Area and Facility Inventory</b>
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<u>Facility Category</u>	<u>Number</u>	<u>Condition</u>
<b>Example:</b>		
<b>PARKS</b>		
Neighborhood Charles Park Randolph Park Lacey Park	3	Excellent Inspected reg. Needs new parking lot Playground Insp.
Community	1	Good
Regional	0	N/A

**Outdoor Recreation Areas****Pocket Parks****State/Federal Parks****Golf Courses****Natural Areas****Aquatic Areas****Recreation Centers****Court Areas****Field Areas****Running/Walking Track****Equestrian facilities****In-line skating****Extreme sports park****Zoos****Amusement Parks****Fair grounds****Racing Facilities**



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